



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY BULLETIN

Class:	Office Technician (Typing) Executive Secretary I
Tenure:	Permanent
Time Base:	Full-Time
Salary:	\$2686- \$3264 OT (T) \$3020- \$3672 Executive Secretary I

“Will consider both levels for recruitment purposes”

Under direction of the Assistant Directors of the Public Finance Division (CEA 3), provides secretarial and administrative support for the Division. Duties are of a wide variety of complex and varied nature involving the use of independent judgment, the evaluation of complex situations, and taking appropriate action. Must have a valid typing certificate certifying employee can type 40 words per minute. The incumbent may perform the following specific duties. **The complexity of the duties will be modified to be consistent with the classification of the candidate hired.**

SPECIFIC DUTIES INCLUDE:

- Provides secretarial and office support to the Division's Assistant Directors and managers. Prepares and reviews outgoing correspondence for consistency with Division and office policy; as well as for format, grammar, and spelling. Enters data, types, edits, creates, and maintains forms, letters, reports, and mailing lists using spreadsheet or database software on a personal computer. Completes special delivery packages and processes them in a timely manner. Maintains and updates the library. Screens incoming correspondence and determines appropriate staff to respond. Tactfully answers and screens phone calls.
- Relieves Assistant Directors and managers of office details. Maintains Assistant Director's calendars and notifies appropriate staff members of upcoming meetings. Schedules and coordinates meetings, conference rooms, and conference calls; prepares in-state and out of state travel expense claims for the Assistant Directors and Managers including compiling data on their travel itineraries and travel expenses; coordinates travel expense reimbursements; . Receives, screens, and announces visitors to the Division; and routes calls to the appropriate area for response. Responsible for preparation and completeness of the monthly attendance records for payroll information. Sets up recording equipment for public meetings that require legal minutes.
- Distributes mail, makes photocopies, operates the fax machine, and prints and distributes bond documents. Orders equipment and special supplies, serves as backup for other Public Finance Division clerical staff, and performs other general clerical duties. Other duties as assigned.

DESIRABLE QUALIFICATIONS:

- Ability to establish and maintain cooperative working relationships.
- Ability to work independently and under pressure.
- Ability to recognize issues of sensitivity and use tact and discretion.
- Ability to accept multiple assignments and to meet deadlines.
- Ability to type 40 words per minute.
- Experience using personal computers, including relational database applications and Windows software.
- Good attendance, work habits and dependability.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above as an Executive Secretary I, Office Technician (Typing), or are interested in a lateral transfer or reinstatement may apply. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office, and Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e., list eligibility, SROA or surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "500-1247-001" next to the classification on your application/resume, i.e., Executive Secretary I, PFD (500-1247-001).

FINAL FILING DATE:

Applications will be accepted until **filled**. Applications will be screened and only applicants with the best qualifications will be interviewed.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

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